

# What to Do in Case of An Active Shooter

Your chances of encountering a shooting are very small. The vast majority of us will be fortunate enough to never come across the scene of an active shooter. However, there are ways that you can prepare to keep yourself safe. The more prepared you are, the quicker you can react under the extreme stress of encountering an active shooter.

## Don't Think. RUN.

Have a clear idea of the closest stairwell or exit to your office, desk, or classroom. During fire drills, pay extra attention to how to get out of the building. When you hear the popping noise of gunfire, don't think – leave the building as quickly as possible.

### EVACUATE



**Take nothing, wait for no one.** In the event of an active shooter, you will want to vacate the area without concern for personal property. Warn others on your way out, but don't let other people slow you down.

### If you are able to evacuate the premises, be sure to:

- Have an escape plan and route in mind.
- Be prepared to evacuate regardless of whether others agree to follow.
- If possible, help others escape.
- Prevent others from entering an area where the active shooter may be.
- Keep your hands visible and follow the instructions of any law enforcement officers.
- Do not attempt to move wounded people. Call 9-1-1 when you are safe.

### HIDE



**If you can't get out of the building, find a room to hide in and lock the door if possible.** Turn off the lights, turn your cellphone to silent, and turn off any televisions or radios. Push heavy objects against the door and remain quiet. Hide behind large items, such as desks or cabinets.



If you are unable to find a place to duck or hide beneath, and you can hear gunshots, FBI agents advise that you curl up into the "smallest possible target" and stay low to the ground.

## RESOURCES

**The National Crime Prevention Council:**

[www.ncpc.org](http://www.ncpc.org)

**The Federal Bureau of Investigation:**

[www.fbi.gov](http://www.fbi.gov)

**The U.S. Department of Labor, Occupational Health and Safety Administration:**

[www.osha.gov](http://www.osha.gov)

>INFOCUS

# ACTIVE SHOOTER

STAY CALM. STAY SAFE. STAY ALIVE.



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## Information to Provide



**Once you are hidden, call 9-1-1 to alert the police.** Provide the following information to 9-1-1 dispatchers or law enforcement officers who arrive on the scene of an active shooting:

- The location of the active shooter and the number of shooters.
- A physical description of shooter or shooters.
- The number and type of weapons held by the shooter or shooters.
- The number of potential victims observed at the scene of the shooting.

If you are unable to speak, leave the line open and allow the emergency dispatcher to listen.

## Take Action Against An Active Shooter

As a last resort, and only when you are in imminent danger, you may have to fight for your life.

- Yell or act as aggressively as possible against the shooter.
- Grab objects that can be hurled at the attacker — chairs, staplers, fire extinguishers, cellphones.



## RESPOND QUICKLY!

When you realize that you are under attack, you must act quickly to determine the most reasonable way to protect your own life. If you are a manager, teacher, team leader, or in a position of authority, remember that others around you are likely to follow your lead during an active shooter situation.

- Wait for the moment that the attacker hesitates or is forced to reload. When the shooter pauses, you attack.
- Once you decide to take action, do not hesitate – remain committed to your actions.
- Do not stop officers to ask for help. Keep moving and proceed in the direction from which officers are arriving on the premises.
- Once you have reached a safe area unharmed, do not leave until law enforcement authorities have instructed you to do so.

## How to Respond When Law Enforcement Arrives



The first officers who arrive on the scene will not stop to help injured persons. Their goal is to first stop the active shooter. Rescue teams and emergency medical personnel will follow the initial officers.

Officers may shout commands and may push individuals to the ground for their safety.

- Remain calm and follow officers' instructions.
- Put down any items that you may be holding, such as bags or jackets.
- Keep your hands raised and visible and spread your fingers.
- Avoid screaming, yelling, or making quick movements toward officers, or attempt to hold on to them for safety.

## Create an Emergency Action Plan

To prepare for an active shooter situation, create an Emergency Action Plan (EAP). An effective EAP includes:

- Evacuation policies and procedures, including designated safe areas, should be posted in conspicuous locations. Ensure that your facility has at least two evacuation routes.
- Designate individuals as emergency contacts and make sure that everyone has their information.
- Information regarding local hospitals, such as locations and contact numbers.
- Establish an emergency notification system to alert everyone on the premises in the event of an emergency.
- Train everyone to recognize the sound of gunfire and react quickly when shots are heard.



**Local law enforcement is an excellent resource in designing training exercises and may be able to help you develop an EAP.**



## Stay Calm, Act Quickly

Though it is unlikely that you will ever encounter an active shooter, it is important to remember to remain calm and act quickly. Although it is difficult to think clearly and react calmly under the duress of a shooting, your ability to respond could mean saving your life.